UNIVERSITY OF SOUTH ALABAMA

GRADUATE ASSISTANTSHIP APPOINTMENT FORM

This form should be complete by the department/unit

International? ☐ First Name: _____ Last Name: _____

J Number: J00_____ Email _____@jagmail.southalabama.edu Student's Program/Major: _____

Student's Supervisor: _____ Supervisor's J Number: J00_____

College or Unit of Appointment: _____ Department:_____

Action Requested: ☐ New Appointment ☐ Reappointment ☐ Change in Funding Source

Degree Level: ☐ Masters ☐ Doctorate

FTE: *(see GA policy for definitions and requirements)* ☐ Full-Time (0.5 FTE) ☐ Part-Time (0.25 FTE)

Type of Assistantship: *(see GA policy for definitions and requirements)*

☐ Graduate Research Assistant I (Insurance)* ☐ Graduate Assistant I ☐ Graduate Teaching Assistant**

☐ Graduate Research Assistant II ☐ Graduate Assistant II

*insurance funding: _____

***Requires Graduate Teaching Assistant Supplemental Appointment Form and a complete file. Refer to the Policy and Procedures for Graduate Assistantships for specific requirements.*

Period of Appointment and Stipend Amount:

Appointments must start on a Sunday and end on a Saturday. Appointments may not cross academic years.

Academic Year (YY-YY): _____ Stipend: $_____

Please see Graduate Assistant Pay Calendar (http://www.southalabama.edu/colleges/graduateschool/information.html) for appropriate dates

Period Options: ☐Fall ☐Spring ☐Summer ☐Twelve months ☐Other (MM/DD/YY – MM/DD/YY)_____

Stipend Funding		Tuition Funding	
☐Graduate School (110000-340100-4401)	☐Other* _____ (FUND-ORGN-PROG)	☐Graduate School (110000-340100-4401)	☐Other* _____ (FUND-ORGN-PROG)
	☐Other* _____ (FUND-ORGN-PROG)		☐Other* _____ (FUND-ORGN-PROG)

*If using a cost share, please indicate who will be covering? If Graduate School is covering, please attach approval documentation.

Approvals

_____ _____ _____ _____

Department Chair Date Director of Graduate Studies Date

NOTE: This form should be submitted electronically to ashleygibson@southalabama.edu along with an epaf (if the I-9 has been completed) or paper PA. Paper PAs should be used for a change in funding, termination, pay increase, or when the appointment dates fall outside of EPAF dates.

Graduate School Use Only

International?: ☐ Residency Code _____ Academic Status _____ Approval _____